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Civil Engineering

**PLANNING AND PROGRAMMING OF
FACILITY CONSTRUCTION PROJECTS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 32-10, *Installations and Facilities*. It provides guidance, procedures, and instructions on how to develop projects and obtain approval for most of the facilities required for an Air Force base. It applies to the active forces, Air National Guard, and the US Air Force Reserve. It addresses facilities obtained through military construction (MILCON), unspecified minor construction (P-341), medical, and emergency construction and relocatable programs. It excludes the military family housing, nonappropriated fund; host nation funded programs such as North Atlantic Treaty Organization (NATO), Japanese Facility Improvement Program (JFIP), and Combined Defense Improvement Program for Korea (CDIP); and research, development, test, and evaluation (RDT&E) and Real Property Maintenance (O&M) funded construction. The phrase "to HQ USAF/CEC" should be replaced with "to HQ USAF/REX" throughout the instruction when referring to the US Air Force Reserve and "to NGB/CE" when referring to the Air National Guard. References to "MAJCOM" in this instruction apply to major commands, direct reporting units (DRU), and field operating agencies (FOA). This instruction implements statutes and DoD Directives outlined in **Attachment 1**. Users should send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through MAJCOMs to HQ USAF/CEC, 1260 Air Force Pentagon, Washington DC 20330-1260.

SUMMARY OF REVISIONS

This is the first issuance of this AFI and aligns the instruction with AFPD 32-10, *Installations and Facilities*.

Chapter 1

PRINCIPLES AND RESPONSIBILITIES

1.1. Facility Planning and Programming Objective. The objective of facility construction planning and programming is to provide the facilities needed to perform the Air Force mission. All commanders and staffs must achieve this objective by making sure facilities:

- Meet validated requirements
- When and where needed
- In compliance with all quality standards
- At lowest life cycle cost
- Within authorities and resources

1.2. Principles. Planning and programming facilities follows these principles:

1.2.1. Facility Planning. Facility planning is the identification of facility work needed to satisfy current and future mission requirements.

1.2.2. Facility Programming. Facility programming is the process of acquiring both the authority and resources necessary to accomplish the planned work.

1.3. Responsibilities Assigned:

1.3.1. Office of the Secretary of the Air Force (SAF):

1.3.1.1. Deputy Assistant Secretary of the Air Force (Installations), (SAF/MII). Responsible for facility construction planning and programming policy and oversight. Advocates for MILCON through OSD and the Congress. Provides the integration of active and reserve force budget development.

1.3.1.2. Deputy Assistant Secretary of the Air Force (Budget) (SAF/FMB). Responsible for budgeting and distributing construction funds and financial management oversight.

1.3.2. The Civil Engineer, HQ USAF (HQ USAF/CE). Responsible for:

- Policy development, interpretation, and oversight to ensure compliance and progress toward goals.
- Resource advocacy within the Program Objective Memorandum process.

1.3.2.1. The Directorate of Military Construction (HQ USAF/CEC). Responsible for:

- Issuing guidance to the MAJCOMs for submitting their MILCON program.
- Reviewing and validating MAJCOM submittals.
- Issuing Planning Instructions (PI) and Design Instructions (DI) to MAJCOMs.
- Assisting the Air Staff in determining the size and content of the MILCON program.
- Assisting in advocating the MILCON program through OSD and the Congress.

1.3.3. US Air Force Reserve, HQ USAF/REX. For reserve installations HQ USAF/REX is responsible for:

- Issuing guidance to their MAJCOM for submitting their MILCON program.
- Reviewing and validating the MAJCOM submittal.
- Issuing Planning Instructions (PI) and Design Instructions.
- Assisting the Air Staff in determining the size and content of their MILCON program.
- Assisting in advocating the Reserve MILCON program through OSD and the Congress.

1.3.4. Air National Guard. The Air National Guard Civil Engineer (NGB/CE) is responsible for planning and programming facility construction for ANG installations.

1.3.4.1. The Air National Guard Readiness Center (ANGRC). Responsible for:

- Planning and Program development.
- Reviewing and validating cost estimates and program documents.
- Determining facility and mission requirements.
- Verifying that existing facilities are not adequate.
- Submittal of MILCON programs to the NGB/CE.
- Making sure that coordination of environmental projects has occurred and that the ANG position is reflected accurately in the Federal Facilities Pollution Abatement Report (A-106).

1.3.5. MAJCOMs. MAJCOMs will:

- Provide instructions to installation commanders for planning and preparing construction programs.
- Review and validate cost estimates.
- Validate facility requirements and ensure maximum use of existing facilities
- Submit programs to HQ USAF/CEC.
- Initiate the environmental impact analysis process according to AFI 32-7061.
- Ensure projects are reflected in the Federal Facilities Pollution Abatement Report (A-106 Report).
- During contingency situations, coordinate with, and keep theater commanders apprised of the status of projects in their area of responsibility.
- Consider unified CINC's priorities in developing MILCON programs

1.3.6. Installations. Commanders will identify, plan, and program facilities to support their assigned missions according to MAJCOM guidance and consistent with the Commander's Facility Assessment:

- Determine if inactive, excess, or only partially occupied government facilities and installations are available to meet the requirement (see AFI 32-9001, *Acquisition of Real Property*).
- Ensure existing facilities are used economically and efficiently and that excess space is evaluated for demolition.
- Submit MILCON programs to MAJCOMs.

1.3.7. Host, Tenant, Supported Unit Responsibilities. The host installation will provide the same assistance and other services to tenant and supported units as it normally provides to its own units. This includes preparing program documents and providing design engineering services.

1.3.7.1. Projects for Onbase Tenants and Supported Units. Host installations will provide facilities or space needed by onbase tenants or supported units from existing assets if available. If not available, the host installation will prepare program documentation for the tenant or supported unit's mission-related projects and forward it concurrently to the host and tenant or supported command. The tenant or supported command will validate the project, establish its priority, and submit the project as part of its MILCON submittal to HQ USAF/CEC.

1.3.7.2. Air Force Reserve. Host Installation staffs will follow AFI 25-201, *Support Agreements Requirements*, on host-tenant relationships when Reserve units are tenanted on Air Force installation.

1.3.7.3. Joint Use of Installations With Other Agencies. Host installations will follow AFI 25-201 in cases where units of other government agencies, departments or military services use facilities or portions of an Air Force installation.

1.3.7.4. Installations in Foreign Countries. In foreign countries, installations will follow guidelines outlined in status of forces or country-to-country agreements.

Chapter 2

PLANNING

2.1. Planning Actions. Installations must accomplish various planning actions for every MILCON project. Installations must prepare and submit to the MAJCOM, a certificate of compliance (as shown in **Figure 2.1.**) signed by the installation commander that certifies these planning actions have been accomplished. MAJCOMs must review these certificates to ensure installations have complied, and retain them so that they are readily available, if requested by HQ USAF. Although this Certificate is only completed once, the MAJCOM must monitor progress through the Programming, Design, and Construction computer system to ensure required actions take place when needed. The following paragraphs, listed in the same order as on the certificate, briefly describe the requirement being certified. If more detailed information is required the reader must go to the referenced Instruction.

2.1.1. Environmental Impact Analysis Process (Figure 2.1., item 1). Installations must have completed this process, or have it underway for each MILCON project, at the time the project is submitted to the MAJCOM. See AFI 32-7061, *Environmental Impact Analysis Process*.

2.1.2. Wetlands (Figure 2.1., item 2). By the time projects are submitted to the MAJCOM, installations must have completed or have underway, for each MILCON project which constructs a new facility, modifies or rehabilitates an existing facility, the actions necessary to comply with Executive Order 11990, **Protection of Wetlands and Guidelines of the US. Water Resources Council**. See AFI 32-7064, *Airspace/Range Management*.

2.1.2.1. Special Permits. Projects with potential impacts to wetlands may require special permits and authorization. Installation program managers must contact the nearest office of the US Army Corps of Engineers prior to initiating any actions affecting wetlands. Additionally, before undertaking any projects in wetlands, installations must arrange for qualified experts to prepare a "Finding of No Practicable Alternative" if required, and submit it to the MAJCOM for subsequent transmittal to HQ USAF/CEV, who will request approval from SAF/MIQ.

2.1.3. Flood Plains (Figure 2.1., item 3). Installations must follow the criteria in AFI 32-7064, *Airspace/Range Management*, to construct a new facility, modify or rehabilitate an existing facility. By the time these projects are submitted to the MAJCOM, installations must have completed or have underway the actions necessary to comply with Executive Order 11988, *Flood Plain Management and Guidelines of the US Water Resources Council*.

2.1.3.1. Special Permits. Projects with potential impacts to flood plains may require special permitting and authorization. Installation program managers must contact the nearest office of the US Army Corps of Engineers prior to initiating any actions affecting flood plains. Additionally, before undertaking any projects in flood plains, installations must arrange for qualified experts to prepare a "Finding of No Practicable Alternative" if required, and submit it to the MAJCOM for subsequent transmittal to HQ USAF/CEV, who will request approval from SAF/MIQ.

2.1.4. Coastal Zone Management (Figure 2.1., item 4). Installations must follow guidance contained in AFI 32-7064, *Airspace/Range Management*.

2.1.5. Coastal Barrier Resources (Figure 2.1., item 5). Installations must follow guidance contained in AFI 32-7064, *Airspace/Range Management*.

2.1.6. Threatened and Endangered Species (**Figure 2.1.**, item 6). Installations must make sure that any activities they carry out do not jeopardize the continued existence of threatened or endangered species (plant or animal) or result in the destruction of critical habitat. Installation staffs must consult the US Fish and Wildlife Service according to Section 7 of the *Endangered Species Act* for actions potentially affecting threatened or endangered species. Further guidance is contained in AFI 32-7064, *Airspace/Range Management*.

2.1.6.1. Survey (**Figure 2.1.**, item 6). Installations must obtain the services of a qualified individual to survey the area of potential effect for threatened or endangered species early in the project development stage. Information on the project's potential for affecting threatened or endangered species or critical habitats must be provided in the environmental impact analysis process.

2.1.7. Cultural Resources (**Figure 2.1.**, item 7). As part of the planning and design for construction projects, installations must have the area of potential affect surveyed for historic buildings, archaeological sites, and other cultural resources. The survey must be performed by someone qualified in identifying cultural resources and evaluating eligibility for listing in the National Register of Historic Places. Further guidance is contained in AFI 32-7065, *Cultural Resources Management*.

2.1.7.1. Survey Results. Installations must report survey results, regardless of the findings, to the State Historic Preservation Officer (SHPO) for consultation in accordance with Section 106 of the National Historic Preservation Act. Installations may require further consultation with the Advisory Council on Historic Preservation (a Federal agency) depending on the finding of the State Historic Preservation Officer. This process must begin early in the planning and design for construction projects because actual construction cannot begin until the appropriate steps have been performed.

2.1.7.2. Archaeological Sites. Installations must be aware of the requirement to stop work for 30 days after inadvertent discovery of objects as defined in the Native American Graves Protection and Repatriation Act of 1991 and must include provisions in construction contracts for a possible delay in areas where inadvertent discovery is possible.

2.1.8. Interagency and Intergovernmental Coordination (**Figure 2.1.**, item 8). Installations will submit to state and local review agencies data on proposed construction projects and real property acquisition plans which may affect local, regional (area-wide), and state community plans, programs, and projects as outlined in AFI 32-7060, *Interagency and Intergovernmental Cooperation*.

2.1.9. Environmental Permits:

2.1.9.1. Environmental Compliance. Permits required by applicable federal, state, interstate or local regulations must be obtained before constructing or operating a facility that emits or generates pollutants. Permits may be required for construction or modification of drinking water systems and when installing and removing underground storage tanks. Applicable federal laws are the *Clean Air Act*, 42 U.S.C. 7491; *Clean Water Act*, 33 U.S.C. 1251; *Resource Conservation and Recovery Act*, 42 U.S.C. 6901 and *Safe Drinking Water Act*, 42 U.S.C. 300.

2.1.9.2. Permits. The MAJCOM must obtain environmental permits required for MILCON projects, or make certain that the appropriate government contractor has obtained permits required. For MILCON projects, the Civil Engineering Squadron Commander or Environmental Management (EM) must initiate negotiations with local permitting authorities to ensure enough funds are included in the project to meet all requirements.

2.1.10. Potentially Regulated Substances at Existing Sites (Figure 2.1., item 10). Before alterations to existing structures can begin, installations will survey the structure to find out whether hazardous and toxic substances are present. These substances include but are not limited to asbestos, lead based paint, polychlorinated biphenyls, ozone-depleting substances and radon.

2.1.11. Radon at New Construction Sites (Figure 2.1., item 11). Installations must determine if a proposed construction site is likely to generate radon gas and include appropriate measures in design.

2.1.12. Installation Restoration Program (IRP) (Figure 2.1., item 12). Installations must make sure that siting and construction will not adversely affect IRP activities and there are no land use constraints impacting siting and construction.

2.1.13. Air Pollutants (Figure 2.1., item 13). Installations must obtain construction and operating permits for air pollution sources according to paragraph 2.1.9. Installations must ensure facility designs incorporate appropriate pollution control technology and perform a conformity determination, if required, according to AFI 32-7040, *Air Quality Compliance*.

2.1.14. Solid and Hazardous Wastes (Figure 2.1., item 14). Installations must apply for and obtain construction and operating permits for facilities to be used for managing solid and hazardous wastes according to paragraph 2.1.9.

2.1.15. Underground Storage Tanks (UST) (Figure 2.1., item 15). Installations must apply for and obtain construction and operating permits for installing, upgrading, or removing underground storage tanks according to paragraph 2.1.9., if required by state regulatory agencies. Installations must notify regulatory agencies before underground storage tanks are removed. For new tank installations, installations must obtain, from the installer, a certification that the underground storage tank was properly installed according to industry codes.

2.1.16. Air Installation Compatible Use Zone (AICUZ) (Figure 2.1., item 16). Each installation with flying activity will conduct a study according to AFI 32-7063, *Air Installation Compatible Use Zone*, and make sure that the siting and design of all facility projects conforms with this Instruction.

2.1.17. Base Comprehensive Plan (BCP) (Figure 2.1., item 17). Installations must site all facility projects in conformance with the base comprehensive plan. Further guidance on base comprehensive planning is contained in AFI 32-7061, *Environmental Impact Analysis Process* and AFI 32-7062, *Base Comprehensive Planning*.

2.1.18. Airfield Clearance (Figure 2.1., item 18). Installations must ensure all facilities and structures conform to the airfield and airspace clearance criteria in AFI 32-1026, *Planning and Design of Airfields*.

2.1.18.1. Waivers. Installations must obtain a waiver from their MAJCOM for any intrusion which will violate airfield criteria. Installations must coordinate waivers affecting terminal instrument procedures (TERP) with the TERP authority (AFI 13-204, *Terminal Instrument Procedures (TERPs)*), refer waivers for projects in the clear zone or accident potential zones I or II to the MAJCOM staff and maintain a record of all such waivers in the appropriate base comprehensive plan.

2.1.19. Air Space Use (Figure 2.1., item 19). Installations must coordinate projects that will affect the use of navigable air space with the proper Federal Aviation Administration (FAA) region through the regional Air Force representative (See AFIs 13-201, *US Air Force Airspace Management*, and 32-7060, *Interagency Intergovernmental Cooperation*, for procedures).

2.1.20. Explosive Facilities Quantity-Distance (Q-D) Siting (Figure 2.1., item 20). All facilities used for storage, handling, testing, and maintenance of explosives, or explosive-related items, must be reviewed by the Air Force Safety Agency (AFSA/SEWV), and approved by the Department of Defense Explosives Safety Board (DDESB). Other MILCON non-explosive related facilities located within an identified explosives quantity-distance zone may also require approval by the Explosives Safety Board.

2.1.20.1. Clearances (Figure 2.1., item 20). Installations must identify all projects requiring explosive safety siting approval and submit them to the MAJCOM for transmittal to the Air Force Safety Agency (AFSA/SEV), who will submit them to the Board. Explosives Safety Board siting safety approval must be obtained by the MAJCOM before construction contract award. Instructions on how to prepare and submit these projects are outlined in AFI 91-201, *Explosive Safety Standards*.

2.1.21. Airbase Survivability, Conventional Hardening, Chemical Protection Levels and Priorities, Camouflage, Concealment and Deception (Figure 2.1., item 20) . When constructing or substantially altering or renovating facilities, installations must follow the airbase survivability criteria contained in *War Mobilization Plan 1, Annexes J and L*.

2.1.22. Allowance for Physically Handicapped (Figure 2.1., item 22). Installations will make certain that all new facilities are designed and constructed to be readily accessible to and usable by handicapped persons. Alterations to existing facilities shall be designed and constructed, to the maximum extent feasible, to be readily accessible to and usable by handicapped persons. For guidance in determining the accessibility of facilities, see Chapter 18 of DoD Manual 4270.1-M and Department of the Army, Office of the Chief Engineers, Manual EM 1110-1-103. When accessibility cannot be achieved without causing a substantial impairment of significant historic features, forward a request for modification or waiver of access standards to HQ USAF/CEC who will in turn forward it to ASD(MRA&L), or designee for approval. For further guidance see DoD Directive 1020.1.

2.1.23. Real Estate Requirements (Figure 2.1., item 23). Installations must determine whether any proposed construction project requires acquisition of real estate interests and what such interests would cost. Refer to AFI 32-9001, *Acquisition of Real Property*, for additional information.

2.1.24. Facility Security (Figure 2.1., item 24). In planning, designing and programming facilities installations must consider threats to security. Installations must arrange for a threat assessment to be made by the Office of Special Investigations (OSI), and if warranted by the assessment, incorporate crime prevention through environmental design (CPTED) methods in the design (see local Security Police).

2.1.25. Excess Space (Figure 2.1., item 25). Commanders must certify that excess space already existing cannot be used to satisfy the requirement.

2.1.26. Temporary Facilities Incident to Construction (Figure 2.1., item 26). Certification must be made that those temporary facilities required incident to MILCON will be razed upon completion of the project. See **Chapter 6**, this AFI for more information.

Figure 2.1. Certificate of Compliance for Critical Planning Actions.

CERTIFICATE OF COMPLIANCE
FOR CRITICAL PLANNING ACTIONS

Command:

Base, State, Country if Overseas:

Project Title

Project (Programming, Design, and Construction computer system)Number:

I. INSTRUCTIONS:

Place one X in the most appropriate response for each topic area to show current status of compliance. When responding to a statement requiring additional data, fill in the blank with appropriate information. If none of the printed statements are appropriate, add or attach an appropriate comment. For MILCON projects, the Civil Engineering Squadron Commander and installation commander must sign the certificate and submit it to the MAJCOM staff where it will be updated, retained and be readily available if required by HQ USAF.

II. PLANNING:

1. Environmental Impact Analysis Process (AFI 32-7061)

_____Categorical exclusion number _____ applies.

_____Environmental Assessment under preparation. Expected completion date is: _____

_____Finding of No Significant Environmental Impact signed on: _____(date).

_____Draft Environmental Impact Statement (EIS) under preparation. Expected completion date is:

_____.

_____Draft EIS filed on _____ (date).

_____Final EIS filed on _____ (date).

_____Record of Decision signed on _____ (date).

_____Foreign nation or protected global resource exemption number _____ applies.

_____Environmental study (or review underway) under preparation. Expected completion date is _____

_____Environmental study (or review) completed on _____ (date).

2. Wetlands (AFI 32-7064):

_____Project is not sited in a wetland.

_____Requirements of EO 11990 in progress. Estimated completion date is _____.

_____Requirements of EO 11990 completed on _____ (date). Finding of "No Practicable Alternative" signed _____ (date).

3. Flood plains (AFI 32-7064):

_____Project is not sited in a 100-year flood plain.

_____Requirements of EO 11988 in progress. Estimated completion date is _____.

_____Project is sited in a 100-year flood plain. Requirements of EO 11988 completed on _____ (date). Finding of "No Practicable Alternative" signed _____ (date).

4. Coastal Zone Management (AFI 32-7064):

_____Project does not directly affect a state coastal zone.

_____Consistency determination being developed. Estimated completion date is _____.

_____Consistency determination completed on _____ (date).

5. Coastal Barrier Resources (AFI 32-7064):

_____Project is not sited within the Coastal Barrier Resources System.

_____Project excepted from the Coastal Barrier Resources Act (CBRA).

_____Consultation with the Regional Director, United States Fish and Wildlife Service (USFWS), in progress. Estimated completion date is _____.

Consultation with the Regional Director, USFWS, concluded _____ (date).

6. Threatened and Endangered Species (AFI 32-7064):

_____Project has no potential for affecting threatened or endangered species or critical habitats.

_____Based upon advice from USFWS or host nation liaison on _____ (date), threatened or endangered species in the vicinity of the project will not be affected.

_____Consultation with USFWS underway in accordance with the Endangered Species Act.

_____Formal consultation with the Regional Director, USFWS completed on _____ (date).

_____Biological Assessment is required. Estimated completion date is _____.

_____Biological opinion issued by USFWS on _____ (date).

7. Cultural Resource Management (AFI 32-7065):

_____Properties affected by project are addressed in a Programmatic Agreement that was fully executed with the State Historic Preservation Officer and the ACHP on _____ (date).

_____Project area has not been surveyed for historic properties. Survey requirements are identified in the A-106 system and the estimated completion date is _____.

_____Project area has been surveyed and no historic properties were identified; the State Historic Preservation Officer was notified by letter dated _____.

_____Survey identified historic properties but the project will have no effect on them; written concurrence by the State Historic Preservation Officer is dated _____.

_____After consultation, State Historic Preservation Officer concurred that the project will have no adverse effect on historic properties. The Advisory Council on Historic Preservation concurred in writing with this determination on _____ (date).

_____Project will have an adverse effect on historic properties. A memorandum of agreement (MOA) mitigating the adverse effect was executed on _____ (date),

_____Estimated date to execute the MOA is _____ or No MOA was developed and the formal comments of the Council are being sought.

_____Project will affect a site or property of interest to Native Americans.

Appropriate Native American Tribe or Group contacted on _____ (date).

8. Interagency and Intergovernmental Coordination for Environmental Planning (AFI 32-7060):

_____Coordination of proposed project with the state Single Point of Contact or other agencies is not required.

_____Coordination with the state Single Point of Contact is in progress. Expected date of completion is _____ (date).

_____Proposed project was coordinated with the state Single Point of Contact or other agencies on _____ (date). (Specify any other agencies).

9. Environmental Permits (AFIs 32-7040,7041,7042,7044):

_____No permits are required.

_____No permits required, but regulatory agency notification required prior to construction (e.g. underground storage tank removals)

_____The following permits are required prior to construction: (List the construction and operating permits).

1.

2.

Etc.

10. Potentially Regulated Substances(AFI 32-1052,7042)

a. Asbestos:

_____not present; _____survey underway;

_____present (Describe mitigation, or state why mitigation is not necessary)

b. Lead-Based Paint:

_____not present; _____survey underway;

_____present (Describe mitigation, or state why mitigation is not necessary)

c. Ozone depleting substance:

_____not present; _____survey underway;

_____present (Describe mitigation, or state why mitigation is not necessary)

d. Polychlorinated biphenyls (PCBs):

_____not present; _____survey underway;

_____present (Describe mitigation, or state why mitigation is not necessary)

e. Radon:

_____not present; _____survey underway;

_____present (Describe mitigation, or state why mitigation is not necessary)

f. Other known hazardous or toxic substances and pollutants: (e.g. contaminated soils)

_____not present; _____survey underway;

_____present (Describe mitigation, or state why mitigation is not necessary)

11. Radon at New Construction Sites:

_____Not Present

_____Present

12. Installation Restoration Program (IRP):

_____Facility is not sited on or near an IRP site.

_____Facility is sited near an IRP site. Approximately _____ feet away.

_____Facility is on an IRP site.

_____A Request for Waiver was submitted to MAJCOM on _____ (date).

_____The site is projected to be remediated and/or closed out on _____ (date), prior to commencement of construction activities.

_____The nature of the site contamination does not preclude the type of construction activity proposed.

_____There is a Compliance Agreement associated with this site.

_____A Remedial Investigation Feasibility Study was completed on _____ (date) to accurately delineate the aerial extent of the contamination.

13. Air Pollutants (AFI 32-7040):

_____Will not be generated by the operation or construction of this facility.

_____Will be generated by the operation or construction of this facility. Describe type and amount of substance expected to be generated, existing control systems, and the need for additional controls.

_____Conformity determination not required.

_____Conformity determination required.

14. Solid and Hazardous Wastes (AFI 32-7042, 32-7080):

_____Facility will not be used for managing solid or hazardous wastes.

_____Facility will be for managing solid or hazardous wastes.

15. Underground Storage Tanks (AFI 32-7044) (Check all that apply):

_____No underground storage tanks are involved.

_____New underground storage tanks will be installed.

- _____ Existing tanks on the project site will be removed. Ensure regulatory agency has been notified
- _____ Contamination exists.
- _____ Contamination unknown.
- _____ Existing tanks on the project site will be retained.
- _____ Contamination exists.
- _____ Contamination does not exist.
- _____ Contamination unknown

16. Air Installation Compatible Use Zone (AFI 32-7063):

- _____ Facility is sited in compliance with Air Installation Compatible Use Zone Study. No noise level reduction is required.
- _____ Facility is sited in compliance with Air Installation Compatible Use Zone Study. Noise level reduction of _____ will be provided in design and construction.
- _____ Noise waiver request is being processed.
- _____ Noise waiver has been granted.

17. Base Comprehensive Plan (AFI 32-7062):

- _____ Facility is sited in a compatible land use category.
- _____ Facility is not sited in a compatible land use category for the following reason: _____.

18. Airfield Clearance Criteria (AFI 32-1026):

- _____ Facility is in compliance with airfield clearance criteria, including clear zone, accident potential zones and airfield airspace (height obstruction) criteria.
- _____ A request for waiver to airfield/airspace clearance criteria is being prepared. Expected completion date is _____.
- _____ A temporary waiver for construction activity in the airfield vicinity was approved on _____ (date).
- _____ A permanent waiver of airfield/airspace clearance criteria was obtained on _____ (date).

19. Air Space Use:

- _____ Project does not affect air space use and does not require submittal to Regional Administrator, FAA.
- _____ Project sent to Regional FAA on _____ (date).

20. Explosives Quantity/Distance Siting and Safety Clearance Criteria:

- a. Projects involving munitions storage and explosives related facilities.
- _____ Project is not affected by Q/D criteria.
- _____ A request for waiver is under preparation. Expected completion date is _____.
- _____ Request to waiver safety criteria sent to MAJCOM on _____ (date).

_____ Explosive siting and safety approval obtained on _____ (date).

b. Projects not involving explosives:

_____ Project is not within the Q/D Clear Zone of any existing or proposed explosive-related facility.

_____ A request for waiver is under preparation. Expected completion date is _____.

_____ Exemption required and granted on _____ (date).

21. Air Base Survivability, Conventional Hardening, Chemical Protection Levels and Priorities, Camouflage, Concealment and Deception:

_____ Project does not affect airbase operability

_____ Facility is sited or constructed in compliance with criteria contained in WMP-1

_____ Waiver or exemption required; request submitted to MAJCOM Civil Engineering Readiness Office, in accordance with WMP-1.

_____ Waiver or exemption granted on _____.

22. Allowance for Physically Handicapped:

_____ Project provides all design features for handicapped.

_____ Project provides access and limited features.

_____ Project provides access but no other features.

_____ Design features for handicapped are not required.

_____ Design features will not be provided for the following reason: _____.

23. Real Estate Requirement (AFR 32-9001):

_____ Project does not require acquisition of real estate interest.

_____ Project requires acquisition of a real estate interest over \$200,000.

_____ Land interest is to be acquired through minor land authority.

_____ Other (explain): _____.

24. Facility Security:

_____ Threat assessment performed by OSI.

_____ Crime Prevention through Environmental Design methods to be incorporated into design if warranted. (see local Security Police).

25. Excess Space:

_____ Excess space is not available to satisfy the requirement.

26. Temporary Facilities:

_____ Temporary facilities are required for this project and will be demolished upon completion.

I concur with the above statements.

Base Civil Engineer (date)

Installation Commander (date)

Chapter 3

MILITARY CONSTRUCTION (MILCON) PROGRAMMING

3.1. MILCON Programming. This chapter provides a synopsis of the process for developing and obtaining authorization for MILCON projects and general guidance for preparing and submitting the MILCON program. MAJCOMs will submit MILCON programs according to this AFI. NGB/CE will establish submittal dates and issue annual guidance to ANG installations.

3.2. Definition of MILCON. The MILCON program provides major facility construction on Air Force installations. It includes construction projects for all types of buildings, airfield pavements, and utility systems costing \$300,000 or more. It can also include repair projects costing \$300,000 or more, but normally repair projects are accomplished from Operations and Maintenance funds or from the Defense Business Operation Fund (DBOF). It includes land acquisitions.

3.2.1. Definition of Military Construction Project. Military construction as defined in the law includes any construction, development, conversion, or extension of any kind carried out with respect to a military installation. It includes all construction work necessary to produce a complete and usable facility or a complete and usable improvement to an existing facility. Authority to carry out a military construction project includes authority for surveys and site preparation; acquisition, conversion, rehabilitation, or installation of facilities; acquisition and installation of equipment and appurtenances integral to the project; acquisition and installation of supporting facilities (including utilities) and appurtenances incident to the project; and planning, supervision, administration, and overhead incident to the project.

3.3. MILCON Investment Objective. The objective of the MILCON program is to provide quality facilities to support the Air Force mission. MAJCOMs must develop MILCON programs in accordance with the following investment strategy and general priority:

3.3.1. Projects Required To Achieve Compliance with Laws. These are any projects required to comply with federal, state, regional or local laws and regulations. Many projects such as child care centers, waste water treatment and disposal facilities, fire training facilities, underground storage tank replacements and upgrades, etc., are required to achieve compliance with federal, state, regional and local (environmental) laws and regulations. MAJCOMs must include environmental projects in a fiscal year MILCON program early enough to prevent non-compliance. Submit justification data that identifies projects as Level I or Level II requirements, and includes data on violations (see AFI 32-7001, *Environmental Budgeting*). The base's legal officer should review all level I project justifications.

3.3.2. Support of International Treaties and Agreements. This includes projects that must be constructed as a result of agreements made between the United States and foreign governments. MAJCOMs must not submit these projects unless the agreement between the US and the foreign government is signed.

3.3.3. Support of New Missions and Force Structure Realignment. This includes facilities to support the deployment and beddown of new weapons systems, new or additional aircraft, missile and space programs and new equipment such as computers, radars and communications. This also includes facilities to support new concepts of operation. MAJCOMs must program these projects

early enough to assure facilities will be available in time for the new mission's arrival on the base and must not program them earlier than needed to meet approved delivery or implementation schedules.

3.3.4. Level I Projects According to Commanders' Facility Assessment. These projects fix facilities assessed as unsatisfactory by the installation commander. The current situation is characterized by a facility that provides minimal mission support, causes frequent mission interruptions, prevents some operations from occurring, requires work-arounds, has health and safety shortfalls, and requires major upgrade within 2 years.

3.3.5. Level II Projects in accordance with Commanders' Facility Assessment. These projects fix facilities assessed as degraded by the installation commander. The current situation is characterized by a facility that provides impaired mission support, has negative effects on operations and/or morale, work-arounds are often used, and requires major upgrade within 2 to 6 years.

3.3.6. All Others. These include all projects not falling into one of the above categories.

3.4. Project Justification. MAJCOMs must prepare strong, accurate justification data for MILCON projects. Justification preparation is one of the most important actions in MILCON program development and is documented with a DD Form 1391, **FY__ Military Construction Program**. Variations from sizing guidance in AFI 32-1024 and MILHNDBK 1190 must be justified. This form is used to explain and justify installation facility requirements at all levels in the Air Force, the Office of the Secretary of Defense, the Office of Management and Budget, and the Congress. MAJCOMs must make sure that all justification data is clearly stated, since there will be numerous occasions when the DD Form 1391, standing alone, without the benefit of being accompanied by oral explanations, will be used at high levels in reaching decisions that impact the approval of the project. It must clearly describe the impact on mission, people, productivity, life-cycle cost, etc. if the project is not done.

3.4.1. Project Validation. HQ USAF, MAJCOMs and installations must validate each MILCON project by taking the following actions:

- Verify the requirement that creates the need for the proposed project and describe what happens to the old facilities, if required.
- Confirm that the proposed project is the most cost effective means of satisfying the requirement.
- Confirm that the DD Form 1391 data is accurate and complete

3.5. Project Estimates. MAJCOMs must develop accurate cost estimates for building the Air Force budget. At a minimum, these estimates will be based on a completed requirements and management plan (RAMP) (see AFI 32-1023) and parametric cost model estimate (which is defined as equivalent to 15 percent design complete) or 35 percent conventional design. MAJCOMs will ensure that such estimates are developed by 1 August each year so that HQ USAF/CEC can reflect them in the Budget Estimate Submission (BES) submittal to OSD usually made in early October.

3.6. Design Completion. MAJCOMs must document design schedules in block 12 of the DD Form 1391 for each MILCON project showing design will be complete in time to award the construction in the fiscal year for which funding is requested. Projects that have not achieved this status at the time of the Budget Estimate Submission risk being deleted from the program by OSD. For ANG projects, the Civil Engi-

neering Squadron Commander will base parametric estimates on a completed project book or statement of work.

3.7. Applicable Statutes. Applicable statutes for this program include 10 U.S.C. Chapters 169 and 133.

3.8. MILCON Process. The MAJCOM is responsible to plan its activities so as to be responsive to the MILCON process described below:

3.8.1. Project Identification and Prioritization. Installations must identify facility needs, and determine which cannot be met with existing facilities. Installation commanders assisted by the base Facilities Board will review, validate and prioritize the installation MILCON facility requirements. In accordance with schedules established by the MAJCOM, the Civil Engineering Squadron Commander will prepare and submit the DD Forms 1391, 1391C, **FY__ Military Construction Project Data**, AF Form 1178, **Project Cost Estimate Summary**, and enter the project into the Program, Design and Construction data system. A Parametric Cost Estimate and economic analyses (AFI 65-501, *Economic Analysis and Program Evaluation for Resource Management*) must also be submitted to the host or tenant MAJCOM as appropriate. Based on the Installations' submittals HQ USAF/CECD will complete the DD Form 1390, **FY 19 __ Military Construction Program (S&U, HQ USAF/CECD, 1260 Air Force Pentagon, Washington, DC 20330-1260, DoD Financial Management Regulation, Volume 2B, Chapter 6.)** For ANG projects, the Civil Engineering Squadron Commander submits projects to NGB/CEDD. DD Forms 1390S1 and 1390S2, **FY__ Guard and Reserve Military Construction**, will be submitted to Headquarters Air Force Reserves for their projects.

3.8.2. MAJCOM MILCON Budget. The MAJCOM civil engineer and functional staff will review and verify data submitted by the command's installations. The MAJCOM commander will evaluate and prioritize the projects and develop and submit a command program (via hard copy and Programming, Design, and Construction computer system) to HQ USAF/CEC that matches the MILCON program element totals established by HQ USAF Resource Allocation Teams. MAJCOMs may submit projects over and above these MILCON totals to HQ USAF/CEC who will review and validate them. Additional funds, however, must be requested by MAJCOM/XPs through the HQ USAF Resource Allocation Teams.

3.8.3. Air Force MILCON Budget. HQ USAF/CEC, in conjunction with other HQ USAF functional offices will review each project in detail and validate need, engineering feasibility, economic benefits, compliance with Air Force objectives, and project cost. HQ USAF/CEC will authorize initiation of design on validated projects. Notification per 10 U.S.C. 2807 may be required prior to award of an architect-engineer design contract.

3.8.3.1. Air Force Resource Allocation. HQ USAF/CEC will participate in the resource allocation review of the total Air Force budget that is conducted by many elements of HQ USAF, including special Resource Allocation Teams that are experts in the major mission areas. This review is based on fiscal and strategic guidance from the Secretary of Defense and Air Force plans, programs, and mission objectives. In this review and approval process, the size and content of the total Air Force budget including MILCON is determined. After approval by the Chief of Staff and Secretary of the Air Force, the Air Force submits the budget to the Secretary of Defense.

3.8.4. Development of the ANG MILCON Budget. The ANG Civil Engineer, in conjunction with functional offices, will review each project in detail and validate its need, engineering feasibility, eco-

conomic benefits, compliance with ANG objectives, and project cost. The budget is approved by the Chief of the National Guard Bureau (CNGB) who submits it to the Secretary of Defense.

3.8.5. MILCON and Program Objective Memorandum Schedules. The Air Force submits a biennial MILCON budget (two fiscal years MILCON at one time) to OSD and the Congress each even numbered fiscal year. OSD reviews both years in detail and issues decisions on each. The Congress, however, does not normally review the second year program and it is resubmitted by the Air Force to OSD the next year as an amended program. OSD reviews the amended program and after OSD approval, it is submitted to the Congress as part of the president's budget for that next year. Additionally, every even numbered year, a 6-year MILCON program is developed for the Program Objective Memorandum which outlines the forces and resources proposed for the next 6 years. The scheduling of these submittals which is under constant review and subject to change, is provided annually by HQ USAF.

3.8.6. Office of the Secretary of Defense Budget Review. The Air Force submits the MILCON budget to OSD by facility category (such as operations and training facilities, maintenance and production facilities, research and development facilities, etc.). OSD reviews every project submitted and issues Program Budget Decisions that transmit their tentative decision on every project (approve, disapprove, revise, or defer to a future year). OSD provides reasons for their decisions. If the Air Force is not satisfied with these decisions and a strong case can be made to rebut the tentative decision, reclamation is submitted. OSD actions on these reclamation, along with high level negotiations determine the final content and size of the MILCON program to be included in the President's budget. The total Air Force budget goes through a similar process. After approval by OMB and the President, the budget is submitted to the Congress.

3.8.7. Congressional Review. The Secretary of Defense submits the MILCON portion (for all services and DoD Agencies) of the President's budget to the Congress in listings aggregated by state and country. The Secretary of Defense requests both authorization and appropriation from the Congress.

3.8.7.1. Congressional Authorization. Authorization of MILCON projects is provided by the Defense Authorization Bill that also includes authorization requests for other Defense accounts such as Procurement, Research, Development, Test and Evaluation, Operations and Maintenance, and Military Personnel. Normally, all projects that comprise the MILCON total obligation authority are included in the authorization request. However, items authorized in a prior year for which only appropriation is being requested are not included in the authorization request. They are included in the appropriation request only.

- **Armed Services Committees.** The House and Senate Armed Services Committees review the MILCON authorization request and hold hearings attended by witnesses from each service. Each of these two committees then issues a report detailing its recommendations. The full House and Senate each acts on their committee's recommendations and each pass its own version of the authorization program.
- **Congressional Authorization Conference Actions.** The House and Senate versions always have differences that are resolved by an Armed Services Conference Committee which also issues a report that shows how the differences were resolved. The Congress then passes the authorization program approved by the conference which becomes the authorization act. After the act is signed by the President, it becomes law (National Defense Authorization Act).

- **Authorization Expirations.** If no obligation is made for a project within three years after an authorization act becomes law, the authorization for that project will expire unless an authorization extension is included in the authorization act that is passed at the end of the third year. MAJCOM staffs must submit requests for extensions to HQ USAF/CEC that describe the circumstances that prevented obligation. HQ USAF/CEC will validate them and ask OSD through SAF/MII, to include requests for the extension in the authorization bill that is submitted to the Congress.
- **Other Matters Included in Authorization Request.** The authorization request may also include proposed changes to the existing United States Code that the Secretary of Defense has determined to submit for legislative consideration. MAJCOMs can propose legislative changes to HQ USAF/CEC for consideration and staffing through SAF/MII to OSD.

3.8.7.2. Congressional Appropriation. The Secretary of Defense requests, for all services, appropriations for all items in the MILCON total obligation authority. The MILCON appropriation is a separate bill from all other DoD appropriations. The appropriation request is reviewed by the House and Senate Appropriations Committees following the same procedure outlined for the Armed Services Committees in **3.8.7.1.** above. After the bill is signed by the President, it becomes law (Military Construction Appropriations Act). MILCON appropriations expire five years after they are appropriated; however, general reductions and rescissions reduce funds available in prior years. See AFI 32-1023, *Design and Construction Standards and Execution of Facility Construction Projects*, for additional information on MILCON appropriation expiration.

3.8.8. Construction of Projects. After both the authorization and appropriation acts are signed HQ USAF/CEC will arrange for providing funds for the construction of specific projects (See AFI 32-1023, *Design and Construction Standards and Execution of Facility Construction Projects*, **Chapter 5** and **Chapter 6**).

3.9. Project Files. Maintain them according to AFI 37-133, *Records Disposition, Volume 1, Responsibilities and Procedures, Volume 2, Standards*.

3.10. Special Programs:

3.10.1. Medical MILCON. This program is managed by OASD Health Affairs and funded by the Defense Health Program, not Air Force total obligation authority. This section applies to all medical and medical related facilities (category codes 500, 442, 310, and 171); it does not apply to ANG medical facilities. The following directives apply: DoD Directive 6015.16, *Department of Defense Policies for the Acquisition of Military, Health Facilities*, 15 April 1986; DoD Instruction 6015.17, *Procedures for the Planning, Programming, Budgeting and Execution for Construction of Military Health Facilities*, 17 March 1983; and MIL-HDBK-1191, *Department of Defense Medical and Dental Treatment Facilities Design and Construction Criteria*.

3.10.1.1. Project Justification and Submittal. The Office of the Assistant Secretary of Defense for Health Affairs, OASD(HA), issues an annual call to the Military Departments for medical MILCON projects. Installations will develop MILCON requirements. The Medical Treatment Facility Commander (MTF), with assistance from the appropriate Regional Health Facility Office (RHFO), will provide functional inputs to the Civil Engineering Squadron Commander for development of the DD Form 1391, requirements and management plan, Environmental Assessment and other programming documents. Installations forward completed DD Forms 1391 to the MAJ-

COM civil engineer and surgeon, who jointly validate and prioritize all projects, and submit them to the Air Force Medical Support Agency, Health Facilities Division, Programs Branch (HQ USAF/SGSFW), with information copies to the Air Force Center for Environmental Excellence (HQ AFCEE/CMM) and HQ USAF/CEC. HQ USAF/SG integrates and prioritizes the MAJCOM projects and forwards them to OASD(HA) through the Secretary of the Air Force (SAF/MI). OASD(HA) in turn integrates the prioritized projects from the services and develops the DoD medical MILCON program.

3.10.1.2. Medical Unspecified Minor Construction Requirements. Unforeseen or urgent construction projects that should not be delayed for inclusion in the next regular annual MILCON program are unspecified minor construction (UMC) candidates. Installation and MAJCOM staffs will process Medical Unspecified Minor Construction requirements in the same way as medical MILCON projects. OASD(HA) funds approved projects from the Defense Health Program. Projects programmed under the unspecified minor construction authority must comply with DoD Instruction 6015.17.

3.10.1.3. Medical Relocatable Facilities. Medical relocatable facilities are provided in accordance with guidance in **Chapter 6** of this Instruction.

3.10.2. Defense Access Roads (DAR). This program is managed by the Military Traffic Management Command (MTMC), United States Army. It is a means for DoD to help pay for public highway improvements that serve defense installations. Before requesting funding through this program, the installation will first request local authorities having jurisdiction over the road to fund and accomplish the work. This program is authorized by 23 U.S.C.. 210 and implemented by Army Regulation 55-80.

3.10.2.1. Project Justification and Submittal. Installations will submit an Access Roads Needs Report, RCS: MTMC-75, through the MAJCOM to HQ USAF/CEC, according to Army Regulation 55-80, once it is determined that local authorities will not fund the project. HQ USAF/CEC will send the report to MTMC for validation. MTMC validation is required before the project can be included in the MILCON. Upon validation the MAJCOM must include the project in the command MILCON submittal within its total obligation authority.

3.10.3. Energy Conservation Program. Public law 10 U.S.C. 2865 allows the installation to share in savings from energy reductions. One half of the savings are to remain at installation level for installation commanders reuse for:

- Maintenance, repair and minor alterations to existing military family housing units with MFH savings;
- Any unspecified minor construction project that will enhance the quality of life of personnel; or
- Any morale, welfare, or recreation facility or service that can be supported with appropriated funds.

The other half of the savings is to be used for additional energy conservation measures. This portion is to accumulate and be managed by the MAJCOM. There are three funding sources for energy projects:

3.10.3.1. Normal MILCON. As outlined in paragraph 3.7.

3.10.3.2. Energy Conservation Investment Program (ECIP). This is a MILCON program centrally managed by the Secretary of Defense for all services. The program is submitted to the Con-

gress by OSD as a lump-sum amount without base or project identification. The services compete for portions of the lump-sum amount by submitting candidate projects with detailed justifications to OSD. The program is intended to provide projects that reduce energy consumption and utility costs. OSD reviews the projects, determines which are to be funded and transfers funds to the service for their accomplishment. HQ USAF and the Air Force Civil Engineering Support Agency (AFCESA) issue annual guidance letters to MAJCOMs for implementing the program.

3.10.3.3. New Federal Energy Management Program (NFEMP). The NFEMP is a transfer account within the Operations and Maintenance Defense wide appropriation. It is centrally managed by the Secretary of Defense for all services. OSD has latitude based on service submissions, to transfer NFEMP funds to areas such as MFH, Energy Conservation Investment Program (Operations and Maintenance and MILCON) and equipment. MAJCOMs must submit projects to HQ USAF/CEC and the Air Force Civil Engineering Support Agency (AFCESA/EN) to compete for NFEMP funds according to call letter guidance.

3.10.4. Liquid Fuels Facilities. All liquid fuel facilities are the responsibility of the Defense Logistics Agency (DLA). MAJCOMs must submit MILCON fuels projects to the Defense Fuels Supply Center (DFSC) with required documentation according to 30 AM 4270.1, *DLA Facilities Projects Manual*, and submit information copies to HQ USAF/CEC/CEV.

3.10.5. Productivity Investment Fund (PIF). Air Force total obligation authority allocated for the Air Force Productivity Investment Fund program may be used to fund MILCON projects that result in hard savings or cost avoidance in Operations and Maintenance and manpower. Normally, only projects with a pay back period of less than 2 years are funded.

3.10.5.1. Project Justification and Submittal. Special guidance on submittal of Productivity Investment Fund projects is issued by HQ USAF/PER. If MAJCOMs submit MILCON projects to HQ USAF/PER in response to their call for Productivity Investment Fund candidates, an information copy must be sent simultaneously to HQ USAF/CEC and clearly marked as Productivity Investment Fund. HQ USAF/PER reviews Productivity Investment Fund candidates and coordinates with CEC. Together they will determine whether Productivity Investment Fund funding can be anticipated. Commands must not include Productivity Investment Fund projects in their command MILCON total obligation authority submittals. If warranted, CEC will authorize design. No design funds are provided in the Productivity Investment Fund program, therefore, MAJCOMs must fund design of Productivity Investment Fund projects from funds made available for MILCON design. Upon approval the Productivity Investment Fund funds will be transferred to MILCON and the project will become part of the MAJCOM MILCON program.

3.10.6. Land Acquisition. Land acquisition is a MILCON project and is programmed according to 3.7. , except in the case of where the acquisition of the land is urgent and meets the conditions stipulated in 10 U.S.C. 2672a. Land costing \$200,000 or less is a minor land acquisition and requires Operations and Maintenance funds. Land acquisition through the MILCON program is programmed in one of two manners:

3.10.6.1. Land Acquisition Only. Land acquisitions estimated to cost more than \$200,000 for the sole purpose of acquiring land, for example, for the Air Installation Compatible Use Zones or for quantity-distance safety zones and that are not associated with any facility construction are programmed as separate MILCON projects.

3.10.6.2. Land Acquisition with Facility Construction. When both land acquisition and facility construction are required, the project is programmed as follows:

- If the estimated cost of the land is greater than 30 percent of the estimated total project cost (land plus facility construction) then program the land as a separate MILCON project.
- If the estimated cost of the land is 30 percent or less than the estimated total project cost (land plus facility construction) then program the project with "land acquisition" included in the project title.

3.10.7. Heating and Power Plants. MAJCOMs must ensure that third party financing is not feasible per an economic analysis process for heating and power plant projects prior to submitting them for inclusion in the Air Force budget.

Chapter 4

UNSPECIFIED MINOR CONSTRUCTION (MC) PROGRAMMING

4.1. Unspecified Minor Construction. This chapter provides instructions for developing unspecified minor construction projects under the authority of 10 U.S.C. 2805 and DoD Directive 4270.36, *DoD Emergency, Contingency, and Other Unprogrammed Construction*. It addresses Minor Construction projects whose funded cost is between \$300,000 and \$1,500,000. MILCON funds, in the P-341 account, fund these projects. AFI 32-1032, *Planning and Programming of Real Property Maintenance Projects* discusses minor construction projects costing less than \$300,000.

4.2. Minor Construction Project Definition and Criteria. Minor construction projects are authorized by 10 U.S.C. 2805. Minor construction projects are military construction projects for a single undertaking that have an approved cost equal or less than \$1.5 million. Minor construction projects costing \$300,000 or less are authorized to be funded from the operations and maintenance appropriation. This limit is statutory and cannot be exceeded. Minor construction includes the following types of projects:

- The construction, erection or installation of a new building or system;
- Work which expands the current size of an existing building by constructing additional functional space, e.g., by construction of a building addition or adding an additional level;
- Conversion of a building from one primary function to another, i.e., work that will result in a change to the first digit of the six-digit facility category code (e.g., from 1XX-XXX to 2XX-XXX); Note: repair work required in the same building, but unrelated to the conversion, may be programmed as a separate repair project and executed with the conversion project; however, the programming documents for these unrelated minor construction and repair projects must be cross-referenced; and
- Repair type work that exceeds 70 percent of a building's replacement cost. Note: when the estimated cost to repair a building exceeds 70 percent of the replacement cost, a replacement building should normally be programmed through the MILCON process. However, when other factors dictate retention and restoration of the existing building (e.g. in the case of a building on the National Register of Historic Places), such repair type work is referred to as rehabilitation and is programmed as construction class work.

MAJCOMs must ensure projects adhere to the following:

- Proposed work meets the definition of minor construction in AFI 32-1032 paragraph 3.3.3.
- Requirement is unforeseen and urgent and cannot wait for the next MILCON program.
- Provide a complete usable facility or improvement to an existing facility. Include land acquisition and temporary facilities. Buildings, approved as separate Minor Construction projects, must not be joined together to provide a larger multipurpose building.
- An Minor Construction project cannot be done concurrently with a MILCON project.
- MAJCOMs may work a companion maintenance or repair project, on the same facility, concurrently with an Minor Construction project. Account for all construction class work in the Minor Construction project. The project documents for each project should cross reference the other project.

- Identify unit or activity relocations in submittal documents so that the Congressional notifications contain this information.
- MAJCOMs requesting Minor Construction funding for a project denied by the Congress, in an earlier regular MILCON, must provide new information justifying the urgency.
- An Minor Construction project may: (1) precede a MILCON project for a new mission requirement when such Minor Construction will provide a complete and usable facility to meet a specific need during a specific time frame, and (2) follow a MILCON project when new mission requirements developed after the MILCON project was completed.
- Combining Minor Construction funds with Operations and Maintenance, Defense Business Operation Fund, Research, Development, Test and Evaluation, or industrial funds, to accomplish a single construction class Minor Construction project, is prohibited.
- Splitting a project into increments solely to reduce the cost thereof below an approval threshold or the minor construction ceiling amount is prohibited.
- Incrementing that results in a higher cost of construction because of a sacrifice of economy of scale is prohibited.
- Concurrent work on an active military construction project to reduce the cost of the military construction project below cost variation notification levels is prohibited.

4.3. Project Justification and Submittal. MAJCOMs submit project justifications, requesting this authority, to HQ USAF/CEC. The submittal must include the information below and DD Form 1391.

- A clear statement describing the requirement.
 - Identification of existing mission and nature of new requirement.
 - Explanation of how mission or requirement is being, or will be, satisfied in the interim.
 - Rationale for the submission's urgency and why it was not included in a prior year MILCON program and why it cannot wait for the next MILCON program.
 - The date when the requirement was first known.
 - The required completion date and justification for that date.
 - A schedule of related equipment delivery.
- Steps taken to expedite the project (to expedite design, to award construction quickly).
 - Design and construction schedule.
- Actions and alternatives. A description of all actions taken to satisfy the requirement and identification of other reasonable alternatives considered and an explanation of why not adopted.
- Identification of any Operations and Maintenance work associated with the total project scope and copies of DD Forms 1391 for the companion project. Annotate the companion project on the DD Form 1391 documents.
- A certificate of compliance (**Figure 4.1.**) signed by the host installation commander and endorsed by the MAJCOM commander or designate.

4.4. Fund Source. An annual appropriation funds these projects. Because funding resources may not be available for all requirements, projects compete for the limited funds.

4.5. Project Approval Process. MAJCOMs must submit Minor Construction projects to HQ USAF/CEC for validation. HQ USAF/CEC submits validated projects to SAF/MII for approval. SAF/MII approves the project and notifies the House and Senate Armed Services and Appropriations Committees of the intent to accomplish the project. If no committee raises an objection within 30 calendar days after notification, the notification process is complete, and HQ USAF advises the MAJCOM. It is Air Force policy to resolve an objection, if raised, prior to proceeding with the project. For the Air Force Reserves, HQ AFRES/CE will approve Minor Construction projects costing less than \$400,000. HQ AFRES/CE will submit projects costing over \$400,000 to SAF/MII for approval. SAF/MII will notify congressional committees of these projects.

4.6. Project Execution. The Air Force has both design and construction agent authority for Minor Construction projects.

4.6.1. Design Authority. MAJCOMs ask HQ USAF/CEC for authority to initiate design. After determining project cost and scope and entering them into Programming, Design, and Construction computer system, HQ USAF/CEC authorizes design. MAJCOMs fund design, using P313 funds, unless design is accomplished with in house forces.

4.6.2. Request for Authority To Advertise Unspecified Minor Construction Projects. MAJCOMs must request authority to advertise as soon as possible after design completion. HQ USAF/CEC will provide authority when needed.

4.6.3. Issuance of Funds. When the MAJCOM receives an acceptable low bid HQ USAF/CEC will provide funds. HQ USAF/CEC will not station or reserve funds for specific projects.

4.6.4. Cancellation of Minor Construction Projects. The MAJCOM staff must notify HQ USAF/CEC in writing if it becomes necessary to cancel a P-341 project.

4.6.5. Cost Increases on Minor Construction Projects. Under no circumstances can a Minor Construction project exceed the statutory limit of \$1,500,000. If a MAJCOM cannot award a contract so that the total current working estimate (CWE) is less than \$1,500,000 they must reduce the scope or cancel the project. Below that limit, MAJCOMs will send projects to HQ USAF/CEC for reapproval when the cost increases over 25% of the amount notified to Congress. HQ USAF/CEC will request SAF/MII to reapprove the project and renotify the congressional committees. MAJCOMs will include the following in the reapproval request:

- Identity of the construction agent.
- Date bids opened. Bid expiration date. Statements that an acceptable bid was received and that the acceptable bid is the low bid, or explanation as to why the low bid does not qualify. The number of invitations issued and bids received.
- A revised project cost tabulation based on basic bid, contingencies, Supervision, Inspection and Overhead (SIOH), and all other funded and unfunded costs. Include a detailed cost comparison and line-item explanation of why the cost, based on low bid, exceeds the approved amount by more than 25%.
- A statement that the mission that created the facility's need is unchanged, unless an appropriate explanation or justification for the mission change after initial project approval is being submitted.
- Reasons why redesign or reduction in scope is not feasible.

4.7. Operations and Maintenance Funded Minor Construction Projects that Exceed \$300,000.

Installations must immediately take action and stop work, if they will exceed \$300,000 in implementing an Operations and Maintenance funded minor construction project. Installations must also immediately process a Minor Construction project, for the total cost, to their MAJCOM for submittal to HQ USAF/CEC. MAJCOMs must make sure that construction does not proceed until notified by HQ USAF/CEC.

4.7.1. If Project is Complete. If a completed Operations and Maintenance funded minor construction project is examined and the determination made that work was accomplished, but not correctly charged to construction, MAJCOMs must submit a Minor Construction project for the total cost to HQ USAF/CEC.

4.7.2. Cost Increase Due to Foreign Currency Fluctuations. MAJCOMs need not take action if costs exceed \$300,000 due to changes in foreign currency rates, between the time of original approval and the time of fund's expenditure.

4.8. Project Files and Documents. Maintained according to AFI 37-133, *Records Disposition, Volume 1, Responsibilities and Procedures, Volume 2, Standards.*

Figure 4.1. Certificate of Compliance for Minor Construction Projects Undertaken Under Authority of Title 10, United States Code, Section 2805.

CERTIFICATION OF COMPLIANCE

FOR

MINOR CONSTRUCTION PROJECTS UNDERTAKEN UNDER AUTHORITY OF

TITLE 10, UNITED STATES CODE, SECTION 2805

Project description and cost:

(Insert the project title, location or installation, funded cost, and a brief statement describing the single undertaking.)

I certify that the project described above is in compliance with 10 U.S.C. 2805 and Department of Defense regulations as implemented by Air Force Instruction 32-1021. Further, the project is essential and represents the minimum requirements. I have taken every reasonable action to verify the accuracy of these statements.

Responsible Official:

Name, Signature, Date

(Installation Commander)

Name, Title, Signature, Date

(MAJCOM Commander or Designee)

Chapter 5

EMERGENCY, CONTINGENCY, AND DAMAGED OR DESTROYED CONSTRUCTION PROGRAMS

5.1. Purpose of Chapter. This chapter provides guidance for obtaining MILCON projects under certain special emergency program authorities. This chapter implements the United States Code and DoD Directive 4270.36.

5.2. Special Emergency Programs Available. Special programs are *Emergency Construction* (10 U.S.C. 2803), *Restoration or Replacement of Damaged or Destroyed Facilities* (10 U.S.C. 2854), *Secretary of Defense (SECDEF) Contingency Construction* (10 U.S.C. 2804), and *Construction Authority in Event of Declaration of War or National Emergency* (10 U.S.C. 2808). MAJCOMs will submit projects costing more than \$1.5 million for these programs. Use the procedures in **Chapter 4** for requirements costing less than \$1.5 million, but more than \$300,000. If minor construction cannot be used, MAJCOMs will explain the circumstances in their submittal.

5.2.1. Emergency Construction (10 U.S.C. 2803). Used for projects vital to national security or for the protection of health, safety or the quality of the environment and cannot be deferred to the next MILCON. There is an annual dollar limit.

5.2.1.1. Project Justification and Submittal. MAJCOMs submit project justifications, to HQ USAF/CEC. The submittal must include the DoD Directive requested information, a DD Form 1391, **FY__ Military Construction Program**, and DD Form 1391C, **FY__ Military Construction Project Data**, and Programming, Design, and Construction computer system input, and the following information:

- Explanation of the urgency.
- Date the emergency arose, demonstrating it was not known in time for inclusion in the MILCON budget currently before Congress.
- Explanation of impact on the urgent requirement if deferred until the next MILCON budget submission.
- Data showing that the project award will be prior to the availability of next year's MILCON funds.

5.2.1.2. Fund Source. Authorized and appropriated MILCON programs provide the funds. MAJCOMs will identify the oldest savings and cancellations from their MILCON projects. If these are insufficient to cover the cost of the emergency project, HQ USAF/CEC will attempt to identify the balance needed.

5.2.1.3. Approvals Required. HQ USAF/CEC will validate the requirement and submit the project to SAF/MII for approval and notification to the authorization Committees. Simultaneously, HQ USAF/CEC asks SAF/FMB to request the Office of the Secretary of Defense (Comptroller) to seek approval from the Senate and House Appropriations Committees to reprogram the identified off-sets to the emergency project. Correspondence to all committees is delivered simultaneously. A project may be carried out only if: (1) no objection is raised by the Armed Services Committees within 30 calendar days after they were notified and (2) approval from the Appropriations Committees is obtained for reprogramming funds.

- **Project Cost Limit.** Emergency projects must be accomplished within approved funds. If variations in cost occur, that could not have been anticipated at the time of approval, the cost flexibility under 10 U.S.C. 2853 applies.

5.2.2. Restoration or Replacement of Damaged or Destroyed Facilities (10 U.S.C. 2854). This is used for facilities damaged or destroyed by fire, flood, wind, crashes, explosions, tornadoes, hurricanes, volcanoes, earthquakes, typhoons, etc. 10 U.S.C. 2854 provides authorization only (no appropriations). There is no annual dollar limit.

5.2.2.1. Criteria for Projects. The destroyed or damaged facility must have been in use or planned for use at the time of the damage or destruction. Restoration or replacement must not provide larger facilities than those damaged or destroyed, except that MAJCOMs may provide for limited increases as a result of economy of design or compliance with new criteria. MAJCOMs cannot use these projects to correct space deficiencies.

5.2.2.2. Operations and Maintenance Funds for Clean Up. MAJCOMs may clean up the damage and minimally restore the facility with Operations and Maintenance funds provided construction class work does not exceed \$300,000. MILCON funds, if subsequently approved for restoration or replacement of the facility, will not reimburse the Operations and Maintenance account.

5.2.2.3. Project Justification and submittal. Same as for emergency projects (see paragraph 5.2.1.1.) plus the following additional information:

- Explanation of the urgency. Indicate, for each facility, the cause of damage or destruction, include the building's number, name, current value before damage or destruction; size and construction type.
- Certify that the project is for restoration or replacement of facilities damaged or destroyed, and that any scope increase is a result of economy of design or compliance with new criteria.

5.2.2.4. Funds Source. Same manner as for emergency construction projects (see paragraph 5.2.1.2. above).

5.2.2.5. Project Approval and Cost Limits. Same as for emergency projects (see paragraphs 5.2.1.3.).

5.2.3. Secretary of Defense Contingency Construction (10 U.S.C. 2804).

5.2.3.1. Use is Rare. The Air Force must first consider using its Emergency Construction Authority (10 U.S.C. 2803) for the project, and provide reasons to the Secretary of Defense why it cannot be used. Use of Contingency Construction authority does not require identification of cancellations or savings since appropriations are provided to the Secretary of Defense for this authority.

5.2.3.2. Project Justification and Submittal. MAJCOMs must submit requests, to use this authority, according to DoD Directive 4270.36. Requests should include the same information as required earlier (see paragraph 5.2.1.1.) plus:

- Unified and Specified Commander's certification.
- Vital to US Security. The factors, in detail, which make the project vital to the security of the United States.

- The reasons why the project cannot be programmed in accordance with established planning, programming, and budgeting system procedures, or accomplished using Air Force emergency construction authority.
- Anticipated contract award date and design completion date.

5.2.4. Construction Authority in the Event of Declaration of War or National Emergency (10 U.S.C. 2808). The Secretary of Defense may authorize the services to undertake military construction projects not otherwise authorized by law. The Air Force may undertake these projects only within the amount of funds appropriated. The Secretary of Defense will provide guidance at the time this authority is needed.

Chapter 6

RELOCATABLE BUILDINGS AND TEMPORARY FACILITIES DURING CONSTRUCTION

6.1. Purpose of This Chapter. This chapter provides guidance on satisfying short-term facility requirements. These facilities fall into one of three categories: facilities interim to a MILCON project; facilities for peak or transitory situations; and temporary facilities that are incident to MILCON. MAJCOMs must adhere to the following restrictions:

- Keep temporary and relocatable facilities at an absolute minimum.
- Keep them functional yet austere.
- Ensure they are neat in appearance and readily removable.
- Ensure there is absolutely no semblance of permanence such as brick exteriors, brick building signs, automatic sprinkler systems, or extensive landscaping.
- Installations may paint these facilities.

An explanation of the programming rules for each category of these facilities follows.

6.2. Relocatable Buildings Interim to MILCON and Peak or Transitory. The authority, for these facilities, is DoD Instruction 4165.56 *Relocatable Buildings*, which applies worldwide. It authorizes the use of relocatable buildings for interim facility requirements. It provides the authority to acquire facilities, by purchase or lease, as equipment rather than through more-lengthy construction programs. An interim facility requirement is a short term (3 years or less) requirement for facilities due to transitory peak military missions, deployments, military contingency operations, or disaster relief requirements; or urgent requirements, pending approval, and construction of facilities via normal military construction programs.

6.2.1. Program Management. MAJCOMs manage this program and have approval authority for all acquisitions that fall within the requirements of this AFI. MAJCOMs must forward requests for facilities acquired under this authority, that do not meet all the criteria in the AFI, to HQ USAF/CEC for validation and subsequent forwarding to SAF/MII for approval. Procedures outlined here apply to all funding sources for all relocatable facilities.

6.2.2. Definition of Relocatable Facilities. All types of facilities or facility forms designed to provide relocatable capabilities. They must be designed to be readily moved, assembled, disassembled, stored, and reused. The connection designs must allow for easy disassembly with minimal damage to the components. Trailers, used for offices and storage, are generally relocatables. In classifying buildings as relocatable for the purpose of this instruction, the estimated funded and unfunded costs for average building disassembly, repackaging (including normal repair and refurbishment of components), and nonrecoverable building components, including typical foundations, may not exceed 20 percent of the building acquisition cost.

6.2.2.1. Facilities That are Not Classified as Relocatable:

- Facilities required solely for military training. Generally, this is training associated with facility use and assembly.
- Buildings that are part of the organizational allowance or troop unit or mobility equipment.

- Buildings that are an integral part of a mobile equipment item and which are incidental portions of such equipment as shop, communications and instrumentation vans, or trailers.
- Family housing units.
- War Reserve Material (WRM) Facilities.
- Portable facilities moved intact, usually for a short time in one location. Typical examples are: shelters for workmen; skid-mounted bus shelters; construction offices; and unconnected sanitary facilities or sentry shelters.
- Stress tension shelters (fabric covered on a rigid frame). By specific direction from Congress, the shelter, foundations, utilities and site preparation must be completely funded as construction (MILCON , P341, or Operations and Maintenance funded minor construction). The relocatable authority cannot provide stress tension shelters.

6.2.3. Approval for Relocatable Facilities (Interim to MILCON). The MAJCOM must include the permanent MILCON project within their total obligation authority in the next available MILCON budget submittal when approving an installation's request for an interim to MILCON facility. The MAJCOM must designate on the AF Form 1241, **Engineering and Services Project Approval**, the fiscal year in which the command will include the MILCON project. Any subsequent request to change the fiscal year of the MILCON project, must be submitted for approval to HQ USAF/CEC who in turn must obtain written approval from SAF/MII. Each MAJCOM must maintain an inventory of all relocatable facilities that were purchased previously, are still usable, and are currently stored. Use of these assets must be considered before purchasing or leasing a new facility. MAJCOMs must keep HQ USAF/CEC apprised of their program's status.

6.2.4. Approval of Relocatable Facilities (Peak or Transitory). Installations submit requests for use of relocatable buildings to MAJCOMs. The MAJCOM validates the requirement, and if warranted, the MAJCOM/CE approves the purchase or lease. The MAJCOM must transmit the approval to the base via an AF Form 1241, **Engineering and Services Project Approval Form**. This approval document must clearly indicate the scope and cost (lease or purchase) of the relocatable building, its supporting construction project costs, and the time period of planned use. Each MAJCOM must maintain an inventory of all relocatable facilities that were purchased previously, are still usable, and are currently stored. Use of these assets must be considered before purchasing or leasing a new facility. MAJCOMs must keep HQ USAF/CEC apprised of their program's status.

6.2.5. The 20 Percent Rule. Prior to approving a request for a relocatable facility, MAJCOMs must calculate the percentage of nonrecoverable costs to facility acquisition costs. This ratio must not exceed 20 percent. The 20% calculation equals "non-recoverable facility component cost" divided by "facility acquisition cost" times "100".

- **Nonrecoverable Facility Components.** These include foundations, concrete mounting slabs, site preparation, utility connections (from source to facility), stairways, porches or breezeways between units, extra wall covering and paneling, ceramic works, lighting and sound systems, and other interior and exterior finishes and features not included in the original facility package or unit. It also includes estimates for the cost of disassembly, repackaging, and normal component repair and refurbishment.
- **Facility Acquisition Cost.** This includes only the cost of the facility components, the cost of delivery to the base or site and the cost of erection and assembly. If the facility is not new (including facilities acquired from other governmental agencies), MAJCOMs will apply the

"20% rule" to the current cost of a similar new facility, instead of the original cost of the facility or its current cost to the Air Force. MAJCOM staffs must also perform the 20% calculation for leased relocatables; obtain appropriate data from the lessor.

6.2.5.1. Requirements When the 20 Percent Rule Is Exceeded. If the calculation results in a percentage greater than 20 percent, select a different type relocatable because there is no authority to categorize such a facility as relocatable.

6.2.5.2. Approval for Use Beyond 3 Years. SAF/MII must approve use of relocatable facilities for longer than 3 years (under either interim, or transitory or peak situations). MAJCOMs must request this approval at least six months prior to the end of the third year, to HQ USAF/CEC who will in turn submit it to SAF/MII.

6.2.6. Documentation Required to Acquire Relocatable Facilities:

- **DD Form 1391 Documentation.** The installation must submit a DD Form 1391 for the relocatable to the MAJCOM. The documents must show all costs (funded and unfunded) associated with the purchase or lease, and have a separate entry for the construction support costs.
- **Funded Costs (Nonrecoverable).** Site preparation, foundations, exterior utilities and other supporting construction costs are funded costs for either purchased or leased relocatables. These items constitute construction class work. If these costs (for one relocatable building) are less than \$300,000 fund the work from Operations and Maintenance funds (Element of Expense/Investment Code (EEIC) 529), or Research, Development, Test and Evaluation funds (Element of Expense/Investment Code 529) if the relocatable supports Research, Development, Test and Evaluation efforts. These costs cannot be included in a lease; they must be funded as a Minor Construction project. Funded costs are not to exceed \$300,000 since this would require use of MILCON or P341 funds which is not permitted by this Instruction. If the acquisition exceeds these costs installation and MAJCOMs will not use this authority to procure relocatables.
- **Unfunded Costs (Acquisition Costs).** Relocatable building acquisition, leasing, delivery to the site, erection, assembly, disassembly, packaging, transporting, maintenance, operation and refurbishment are unfunded costs. Installation and MAJCOMs will purchase relocatables as equipment using Other Procurement funds (3080) or as equipment with Research, Development, Test and Evaluation funds (3600) where they support Research, Development, Test and Evaluation efforts. When leased, installation and MAJCOMs will lease them as equipment with Operations and Maintenance funds (3400) or Research, Development, Test and Evaluation funds (3600), Element of Expense/Investment Code 473.
- **Leases.** Since three years is the time limit for use of relocatables, installations and MAJCOMs must not enter into leases for more than three years. They may, however, agree to options for renewal in the event an extension is ultimately required and approved by SAF/MII.
- **Economic Analysis (EA) Requirements.** Installation staffs must prepare an economic analysis according to the guidelines in AFI 65-501, *Economic Analysis and Program Evaluation*.
- **Engineering Evaluation Requirement.** An engineering evaluation must be performed to ensure that the relocatable facility meets safety requirements and normal construction standards established by the Air Force.

6.2.7. Conversion to Real Property. Regardless of cost, conversion of a purchased or leased relocatable building to real property requires approval of HQ USAF/CEC.

- **Conversion of Purchased Relocatables Where Funded and Unfunded Costs Exceed \$300,000.** MAJCOMs must submit a DD Form 1391 describing the project and showing all costs to HQ USAF/CEC who will request SAF/MII's approval. SAF/MII approves the project and notifies the House and Senate Armed Services and Appropriations Committees of the intent to accomplish the project. If no committee raises an objection within 30 days after notification, the notification process is complete, and HQ USAF advises the MAJCOM. It is Air Force policy to resolve an objection, if raised, prior to proceeding. ANG installations will submit documentation described above to ANGRC/CEP, for processing to SAF/MII.
- **Conversion of Purchased Relocatables Where Funded and Unfunded Cost is Less than \$300,000.** MAJCOM staffs must submit detailed justifications, including data on funded and unfunded costs, to HQ USAF/CEC for conversion approval. HQ USAF/CEC will notify commands of approval or disapproval. ANG installations will submit documentation described above to NGB/CE for approval.
- **Conversion of Leased Relocatables.** These involve complex fiscal and legal procedures and should rarely arise. MAJCOM staffs must submit requests for conversion to HQ USAF/CEC for further processing.

6.2.8. Maintenance of Relocatable Buildings. Purchases or leases of these buildings, as equipment and not real property, dictates that Operation and Maintenance funds or Research and Development funds pay the cost of maintenance. Charge maintenance to Element of Expense/Investment Code 569. When leased, the lease can stipulate that the lessor provide maintenance. The using organization is responsible for funding the maintenance cost of their relocatable facilities. The Civil Engineering Squadron Commander is responsible for funding the maintenance cost of the real property; for example, the foundations, site preparation and utility connections to the site. The Civil Engineering Squadron Commander can perform maintenance on the remainder of the facility, on a reimbursable basis.

6.2.9. Inventory, Reuse and Disposition of Relocatables. MAJCOMs must account for purchased relocatables as equipment (EAID). The MAJCOM staff must keep an inventory of purchased, stored, and inactivated relocatables. Installation staffs must check with the MAJCOM staff to determine if a suitable relocatable asset is available before purchasing a new relocatable.

6.3. Temporary Facilities During Construction. These are short-term facilities required to accommodate activities displaced by an approved and funded MILCON project during the period of construction or repair. An example of an incident facility is a temporary building needed to house occupants of a dormitory while the dormitory is being altered. These short term facilities must be of non-permanent construction since, without exception, they must be removed when the permanent project they are incident to is completed and the functions they have temporarily accommodated moved back into the new or renovated building. The entire cost of these short term incident facilities (both building and foundations, site preparation and utilities) is a funded cost.

6.3.1. Temporary Facilities. Outlined below are requirements for purchase or lease of temporary facilities for use in these incident situations:

- MILCON project funds pay for both the project causing the displacement and the incident facility required by the project.
- List the temporary facility cost (construction or leased), as a supporting facility, on the DD Form 1391 for the permanent construction project. If leased, the full cost of the lease during

the period when the facility to be altered or repaired will not be available shall be included in the cost of the permanent construction project.

- You must consider temporary facility costs in the project life-cycle cost analysis used to determine the advisability of a course of action.
- Relocatable assets that are available can be used to meet the requirements for these temporary facilities, however, the relocatable authority discussed earlier is not applicable, since the temporary facilities have already been programmed as part of the approved MILCON project.

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The Civil Engineer

Attachment 1

GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS

References

10 United States Code (U.S.C.) 2801, Scope of chapter; definitions

10 U.S.C. 2802, *Military construction projects*

10 U.S.C. 2803, *Emergency construction*

10 U.S.C. 2804, *Contingency construction*

10 U.S.C. 2805, *Unspecified minor construction*

10 U.S.C. 2808, *Construction Authority in the Event of a Declaration of War or National Emergency*

10 U.S.C. 2853, Authorized Cost Variations

10 U.S.C. 2854, *Restoration or Replacement of Damaged or Destroyed Facilities*

10 U.S.C. 2857, *Use of Solar Energy Systems*

33 U.S.C. 1251, *Clean Water Act*

41, U.S.C. 12, *No Contract to Exceed Appropriations*

42 U.S.C. 300, *Safe Drinking Water Act*

42 U.S.C. 4151, *Americans with Disabilities Act*

42 U.S.C. 6834, *Federal Building Energy Efficiency Standards*

42 U.S.C. 6901, *Resource Conservation and Recovery Act*

42 U.S.C. 7491, *Clean Air Act*

Endangered Species Act, Section 7

Energy Policy Act of 1992

Military Construction Appropriations Act (passed each year)

National Defense Authorization Act (the act that is passed each year)

National Historic Preservation Act, Section 106

Native American Graves Protection and Repatriation Act of 1991

Executive Order 11990, *Protection of Wetlands*

Executive Order 11988, *Flood Plain Management*

DoD Instruction 4165.56, *Relocatable Buildings*, April 13, 1988

DoD Directive 4270.36, *DoD Emergency, Contingency, and Other Unprogrammed Construction*, May 16, 1991

DoD Directive 6015.16, *Policies for Fixed Military Health Facilities*, April 15, 1986

DoD Instruction 6015.17, *Planning and Acquisition of Military Health Facilities*, March 17, 1983

DoD 7000.14-R, *DoD Financial Management Regulation*, June 1993

DoD Instruction 7040.4, *Military Construction Authorization and Appropriation*, March 5, 1979

Defense Logistics Agency Facilities Projects Manual, 30 AM 4270.1

Federal Facilities Pollution Abatement Report A-106

Guidelines of the United States Water Resources Council

Office of Management and Budget Circular A-11, Preparation and Submission of Budget Estimates, July 2, 1992

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MIL-HDBK-1190, *Facility Planning and Design, Part II, Technical Guidance*, September 1, 1987

MIL-HDBK-1191, *DoD Medical and Dental Treatment Facilities Design and Construction Criteria* October 15, 1991

AFI 13-201, *US Air Force Airspace Management*

AFI 13-204, *Terminal Instrument Procedures (TERPS)*

AFI 14-302, *Sensitive Compartmented Information (SCI) Security System*

AFI 25-201, *Support Agreements Requirements*

AFI 31-101, *Physical Security Program*

AFI 31-201, *Security Police Standards and Procedures*

AFI 31-209, *Air Force Resource Protection Program*

AFI 31-210, *Air Force Anti terrorism Program*

AFI 31-702, *Systems Security Engineering (SSE)*

AFPD 32-10, *Installations and Facilities*

AFI 32-1022, *Planning and Programming Nonappropriated Facility Construction Projects*

AFI 32-1023, *Design and Construction Standards and Execution of Facility Construction Projects*

AFI 32-1024, *Standard Facility Requirements*

AFI 32-1026, *Planning and Design of Airfields*

AFI 32-1031, *Operations Management*

AFI 32-1032, *Planning and Programming of Real Property Maintenance Projects Using Appropriated Funds*

AFI 32-1052, *Facility Asbestos Management*

AFI 32-1068, *Heating Systems*

AFI 32-6002, *Family Housing Planning, Programming, Design and Construction Management and Operations*

AFI 32-6005, *Unaccompanied Housing*

AFI 32-7001, *Environmental Budgeting*
 AFI 32-7040, *Air Quality Compliance*
 AFI 32-7041, *Water Quality Compliance*
 AFI 32-7042, *Solid and Hazardous Waste Compliance*
 AFI 32-7044, *Storage Tank Compliance*
 AFI 32-7060, *Interagency Intergovernmental Coordination for Environmental Planning*
 AFI 32-7061, *Environmental Impact Analysis Process*
 AFI 32-7062, *Base Comprehensive Planning*
 AFI 32-7063, *Air Installations Compatible Use Zone*
 AFI 32-7064, *Airspace/Range Management*
 AFI 32-7065, *Cultural Resources Management*
 AFI 32-7080, *Pollution Prevention Programs*
 AFI 32-9001, *Acquisition of Real Property*
 AFI 32-9004, *Disposal of Real Property*
 AFI 33-103, *C4 Systems Requirements Development and Processing*
 AFI 33-106, *C4 Systems Management Practices, Volume 9, Radio Frequency Spectrum*
 AFI 33-118 *Radio Frequency Spectrum Management*
 AFI 34-206, *Vending Facility Program for the Blind on Air Force Property*
 AFI 37-133, *Records Disposition, Volume 1, Responsibilities and Procedures, Volume 2, Standards*
 AFI 63-701, *Industrial Facilities*
 AFI 65-501, *Economic Analysis and Program Evaluation for Resource Management*
 AFI 65-601V1, *US Air Force Budget Policies and Procedures*
 AFM 67-1, *USAF Supply Manual*
 AFR 75-88, *Highways for National Defense*
 AFI 91-201 *Explosive Safety Standards*
USAF Real Property Inventory Detail List, RCS SAF/MII (AR) 7115 Report
ETL 86-10 Anti-terrorism Planning and Design Guidance, June 13, 1986
War Mobilization Plan Annexes J and L, April 1993

Abbreviations and Acronyms

AFB—Air Force Base

AFI—Air Force Instruction

AFM—Air Force Manual

AFPD—Air Force Policy Directive
AFR—Air Force Regulation
AICUZ—Air Installations Compatible Use Zone
ANG—Air National Guard
BES—Budget Estimate Submission
C4—Command, Control, Communications, and Computers
CONUS—Continental United States
DBOF—Defense Business Operation Fund
DDESB—Department of Defense Explosives Safety Board
DoD—Department of Defense
DoDI—Department of Defense Instruction
DFSC—Defense Fuels Supply Center
DI—Design Instruction
DLA—Defense Logistics Agency
DRU—Direct Reporting Unit
EA—Economic Analysis
ECIP—Energy Conservation Investment Program
EEIC 473—Element of Expense/Investment Code, Rent Other Equipment
EEIC 529—Element of Expense/Investment Code, Minor Construction Projects
EEIC 569—Element of Expense/Investment Code, Purchased Maintenance on Other Equipment
EEIC 592—Element of Expense/Investment Code, Miscellaneous Contract Services
FOA—Field Operating Agency
FY—Fiscal Year
HQ USAF—Headquarters, United States Air Force
HQ USAF/CEC—Directorate of Military Construction
HQ USAF/CEV—Directorate of Environmental Quality
HQ USAF/PE—Director of Programs and Evaluation
HQ USAF/SG—Air Force Surgeon General
MAJCOMs—Major Air Force Commands
MILCON—Military Construction Program
MC—Minor Construction projects
NATO—North Atlantic Treaty Organization

OASD(HA)—Office of the Assistant Secretary of Defense (Health Affairs)

OMB—Office of Management and Budget

OSD—Office of the Secretary of Defense

OSI—Air Force Office of Special Investigations

O&M—Operation and Maintenance Appropriation

P-341—Portion of MILCON funds used for minor construction

PACAF—Pacific Air Forces

PDC—Programming, Design, and Construction computer system

PIF—Productivity Investment Fund

POL—Petroleum Oil Lubricants

POM—Program Objective Memorandum

PRIME BEEF—Base Engineer Emergency Forces

Q-D—Quantity-Distance

RAMP—Requirements and Management Plan

RED HORSE—Rapid Engineer Deployable Heavy Operational Repair Squadron, Engineer

RD&E—Research, Development, Test and Evaluation funded and unfunded costs for relocatable Buildings.

SAF/FMB—Deputy Assistant Secretary of the Air Force (Budget)

SAF/MII—Deputy Assistant Secretary of the Air Force (Installations)

SECDEF—Secretary of Defense

SHPO—State Historic Preservation Officer

SIOH—Supervision, Inspection, and Overhead

TOA—Total Obligation Authority

USAFE—United States Air Forces Europe

U.S.C.—United States Code

UST—Underground Storage Tank

WIMS—Work Information Management System

XP—Office at command in charge of all resource programming

Terms

Funded and Unfunded Costs—Definitions of funded and unfunded costs are as follows:

Funded Project Costs—Costs incurred during the construction phases are funded costs and are funded from military construction appropriations or Operations and Maintenance funded minor construction. Funded costs include, but are not necessarily limited to the following:

Materials—All materials, supplies, and services applicable to the project.

Equipment—All items of installed capital equipment.

Transportation—Transportation costs applicable to materials, supplies, installed capital type equipment, and government-owned equipment.

Labor—All civilian labor costs including labor costs of construction units composed of foreign nationals. These funded civilian labor costs for a project are determined by the accounting system in Work Information Management System (WIMS) which uses the shop rate in its calculation.. Installation staffs must not use any method other than this Work Information Management System accounting procedure to compute civilian labor funded costs, since to do so might result in incomplete project costs and subsequent non compliance with minor construction funding limits.

Overhead—That portion of installation overhead or support costs that can be identified as representing additional costs incurred as a result of the project.

Supervision, Inspection and Overhead—The costs charged by the Corps of Engineers, the Naval Facilities Engineering Command, and the Air Force when serving as the design and/or construction agent.

Travel—All travel and per diem costs.

Equipment Operation—That portion of costs applicable to the operation and maintenance of government-owned equipment. Such costs shall be computed on an hourly rate (shown in AFI 65-601V1).

Unfunded Costs—Some efforts in support of military construction are identified as unfunded costs. Unfunded costs are those that (a) are part of the construction effort associated with a military construction or Operations and Maintenance funded minor construction project, (b) are financed from appropriations other than military construction or Operations and Maintenance funded minor construction, and (c) are not reimbursed by appropriations available for military construction. Unfunded costs are capitalized as part of the real property investment and include the following:

Military Labor—Military labor costs used for a project are unfunded. These unfunded military labor costs are determined by the accounting system in Work Information Management System which uses the shop rate in its calculation. Installation staffs must not use any method other than the Work Information Management System accounting procedure to compute these unfunded military labor costs, since to do so might result in incomplete project costs and subsequent noncompliance with minor construction funding limits.

RED HORSE and Prime BEEF Units—The labor costs of Red Horse and Prime Beef units are unfunded. These are costs for all of the labor performed by these units on a project. These costs are computed directly from the labor performed and use of the shop rate is not applicable.

Depreciation—Costs applicable to the depreciation of government-owned equipment in accordance with hourly rates determined in accordance with Chapter 26 of AFI 65-601, volume. I, Subsection F.7, "*Asset Use Charge*."

Materials—Materials, supplies, and items of installed capital equipment that have been obtained specifically for a project on a non reimbursable basis, either as excess distributions from another Military Department of Defense Agency or as excess distributions from other Government agencies. A military Department of Defense Agency is precluded from using materials, supplies, or items of installed capital type equipment on its own minor construction projects on a non reimbursable basis.

Fringe Benefits—Unfunded civilian fringe benefit rates as prescribed in Chapter 26 of AFI 65-601, volume. I, for DoD civilian personnel.

Gifts—Gifts from private parties.